

CSRS Speaker Resources

Annual Meeting 5-Minute Abstract Podium Presentation Guidelines & Deadlines

Basic Podium Presentation Details:

All presentations must be given in-person, in English, and no longer than five minutes in length. Slides that are company produced or contain company logos are not allowed. Final presentation slides should be in 16:9 ratio PowerPoint format.

Please be prepared to answer questions regarding your abstract's scientific content during the discussion time in your assigned abstract session.

**It is the responsibility of the Presenting Author to let CSRS know if this abstract is accepted for presentation at another conference or for publication prior to the 52nd Annual Meeting. CSRS does not allow abstract presentations on work that has been previously presented or published.*

Abstract Presenter Key Dates and Deadlines:

Updated Disclosure Form and Non-exclusive License Agreement Due Upon Acceptance of Abstract Podium Presentation

All individuals included in the accepted abstract author list are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting.

The CSRS CME Accreditor has the right to decline an author's ability to present if an unresolvable conflict is found with an author's financial disclosure form.

Preliminary Presentation Upload for CME Review Deadline: Wednesday, October 30 at 11:59 PM Central Time

Session moderators may request changes in your preliminary presentation slides after preliminary review for CME conflicts. You will be notified by **Thursday, November 14** if any changes are required.

Presenting Author Change Deadline: Monday, November 4 at 11:59 PM Central Time

If an abstract Presenting Author can no longer attend after officially accepting the invitation, it is his or her responsibility to find another individual from the original author list to present. Only individuals on the original submitted author list are allowed to present. **All changes must be communicated to CSRS via email to Maria at mrwendelberger@csrs.org by Monday, November 4.** After this date, presenter changes will not be noted in the final program or abstract book. If no one from the author list can attend the meeting in-person to present, the abstract will be removed from the program.

Multiple Presentation Policy: Individuals may present no more than **two** presentations in total at the Annual Meeting (two podium presentations, two virtual posters, or one podium presentation and one virtual poster). Authors with more than two accepted podium presentations or virtual posters must have a co-author present in their place. If no one from the original author list can attend the meeting in-person to present, the abstract will be removed from the program.

Presenting Author Registration Deadline: Tuesday, November 5 at 11:59 PM Central Time

You will be notified when registration for the 52nd Annual Meeting opens on Thursday, September 5. All Presenting Authors must register for the Annual Meeting by Tuesday, November 5 at personal cost.

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CSRS Hotel Housing Block Close: Monday, November 18 at 11:59 PM Central Time

A block of rooms has been reserved at the Sheraton Grand Chicago Riverwalk. Discounted room rates are available until Monday, November 18. After this date, rates may increase at the discretion of the hotel, and CSRS cannot guarantee you will be able to reserve a room. Please make your reservations in a timely manner. The link to the hotel website can be found on the CSRS website, or you may use this link: [Book Hotel Now](#)

Final Presentation Upload Deadline: Sunday, December 1 at 11:59 PM Central Time

For a smoother onsite experience, CSRS requests that you upload your final presentation to the Speaker Portal by Sunday, December 1. CSRS Staff will provide the onsite AV team with your final presentation if you upload it by the deadline.

If you do not upload your final presentation by Sunday, December 1, you are responsible for bringing your slides to the onsite AV team via a flash drive *at least two hours prior to your session start time*. You will *not* be able to email your slides, nor will the AV team have a flash drive available for you to use.

Final presentations must be in 16:9 ratio and PowerPoint format.